
General System Information

HOW TO OBTAIN ASSISTANCE WHEN USING THE TRIAL COURT SYSTEM

Trial Court Systems (TCS) has provided you with this manual to assist you in the basic day-to-day processing of your cases. However, the manual may not address all of the situations that occur in your court. Should you require further assistance, you may contact a Technical Service Representative through the TCS Helpdesk. You can reach a TCS team member by calling 1-888-339-1547 and select 4 on your keypad. This will route you to the individual who is taking calls for TCS.

Technical Service Representatives are available to assist you with your problems, questions, concerns and requests for enhancements to the system. Please do not hesitate to call.

You may also reach TCS help desk by e-mail at TCSHELPDESK@courts.mi.gov.

In addition, you may contact the Director of Judicial Information Systems

**Mr. Marcus F. Dobek
Director
Judicial Information Systems
925 West Ottawa
P.O. Box 30048
Lansing, MI 48909**

Please Note: If you are having a windows problem or are unable to connect to the AS/400 from your P.C., you should contact your Data Processing/Information Systems personnel.

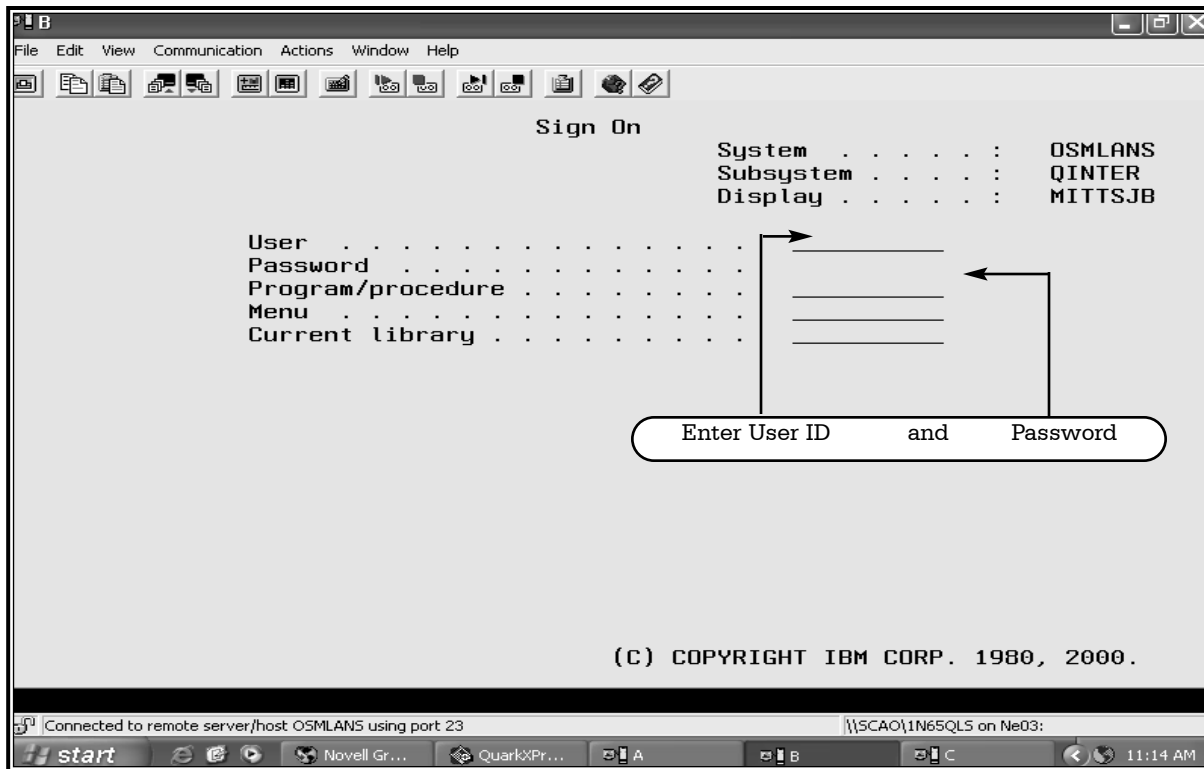
Accessing the Trial Court System

Sign-on Procedure:

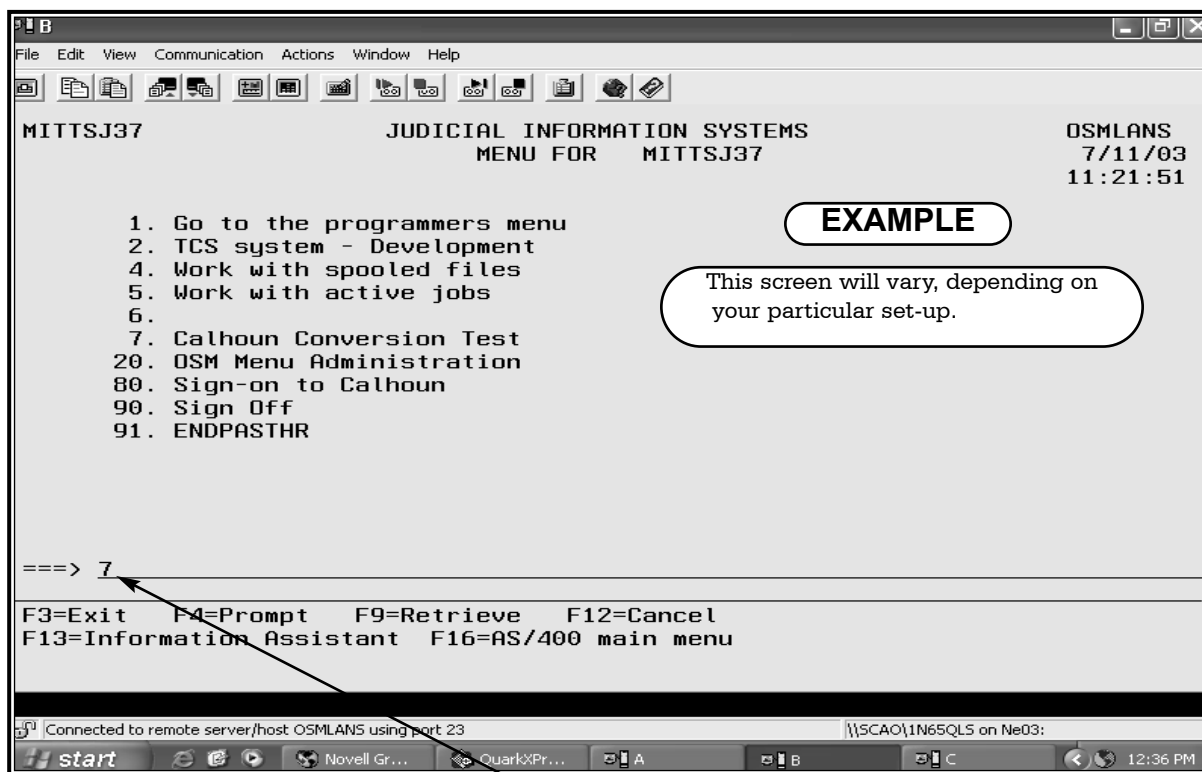
To access the Trial Court System, a User ID is required. The User ID identifies you to the computer as an authorized user of the Trial Court System. A password protects your User ID from unauthorized use by other persons. Each individual will select their own password. It is recommended that you select something that is easy to remember, as both the User ID and password are required to sign on.

If you are not already signed on, your workstation will display the screen shown below. Enter your User ID in the **User** field. The User ID will display as you type. Next, enter your password in the **Password** field then press the <ENTER> key. For security purposes, this field will not display as you type. Leave the remaining fields blank.

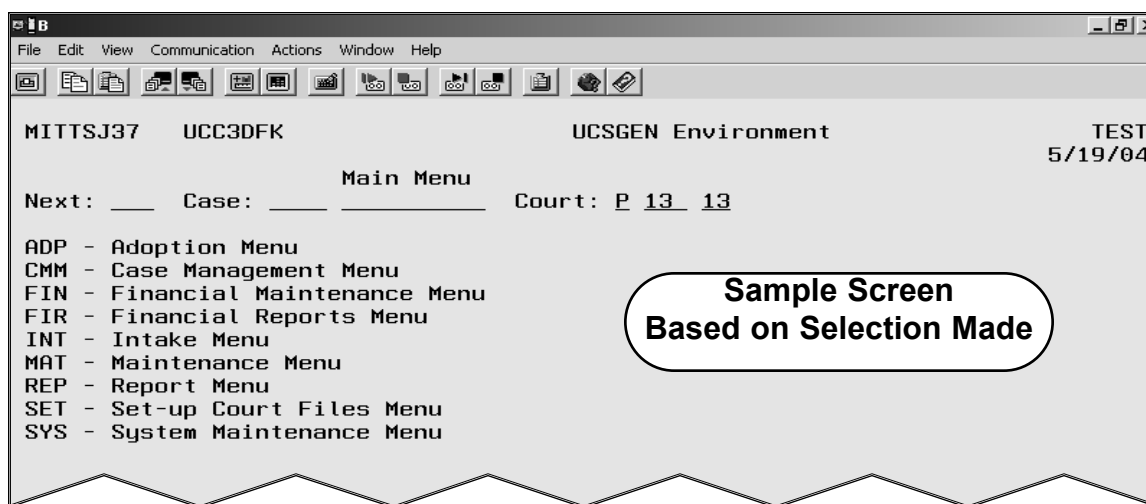
If you receive an error message, verify your user ID and password and re-enter them. Should you continue to receive an error message, you may contact your *Data Processing/Information Systems personnel*, or contact TCS Helpdesk.



After you press the <ENTER> key, you will be taken to the **Menu for <Username>** screen which has been created for your sign-on.



From the **Menu** screen, enter the number of the menu you want to be taken to and press <ENTER> . You will be taken to the screen that you selected.



Standard Function Keys

Most standard functions keys are displayed at the bottom of a screen, others are not listed but always available to the user.

F1	Help	Definition of field and its function.
F2	Next	Positions the cursor to the top transaction line.
F3	Exit	Takes you back to the previous screen. Cancels any entry that is made on a screen prior to pressing <ENTER> .
F4	Prompt	Lists all valid entries for the selected field.
F6	Create	Create or add within the screen.
F10	Name Inquiry	View Names and Cases from any screen (inquiry only).
F13	System Commands	Work with submitted jobs, spooled files, printers, etc.
F14	Comments	Additional lines to add comments.
F16	Calculator	Inventory/date calculator used to compute probate inventory fees, calculate from and to dates, or number of days.
F17	Top	Positions to top of screen
F18	Bottom	Positions to bottom of screen.
F19	Account	View a Register of Action for the financial account history.
F20	Bonds	Access bonds from the edit event screen.
F21	Print	Print the information from the screen.

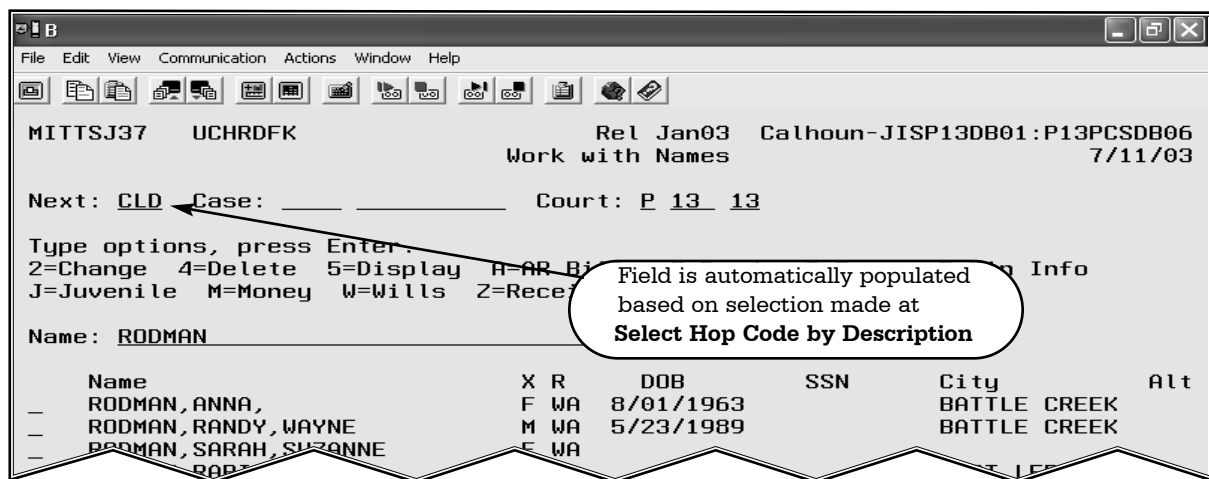
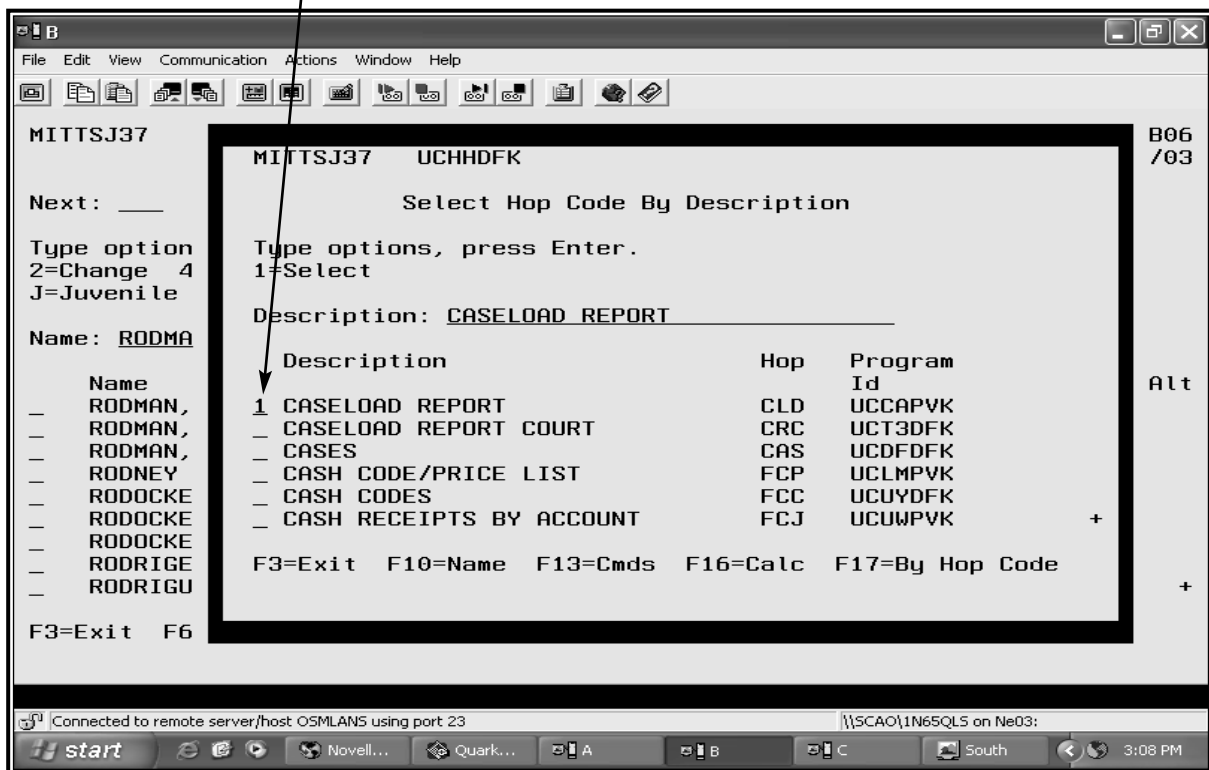
Name Entry

Definition	Enter As	Will Print As/ Display on ROA As
Regular Names	JONES,R,M	R M JONES
	JONES,L,HAROLD	L HAROLD JONES
Suffixes	SMITH,JOHN,,JR	JOHN SMITH JR
	SMITH,JOHN,T,JR	JOHN T SMITH JR
Compound Names	OCONNEL,SARAH,	SARAH OCONNEL
	VANDYKE,LAURIE,L	LAURIE L VANDYKE
Hyphenated Names	SMITH-DAVIS,SUE,	SUE SMITH-DAVIS
	SMITH,AMY,SUE-LEE,	AMY SUE-LEE SMITH
Abbreviations	STJAMES,ROBERT,PAUL	ROBERT PAUL STJAMES
	SAINTJAMES,ROBERT,PAUL	ROBERT PAUL SAINTJAMES
Titles, such as MD, Rev., etc., are not recommended.		

Field Prompts

Field prompts are available on fields that have multiple choices for entries. To prompt on a field, simply use the <F4> key. A pop-up window will be displayed for that field, allowing you to make selections.

There are two different pop-up windows on TCS, depending on the field. One selection is made by typing the description of the field you are searching for, next press the <ENTER> key, then enter a "1" next to the selection you want and press the <ENTER> key.



Field Prompts, continued

The other prompt selection displays the entire selection list and requires that you either left click with you mouse or scroll up and/or down using the $\uparrow \downarrow$ on the keyboard, then press the space bar to make the selection

MITTSJ37 UCWKE1K UCSGEN Environment TEST
Edit Adoption Case 5/19/04

Court: P 13 13
Case: 2004 0000002848 AY O BETTY BENNETT
Filed Date: 2/01/2004
Disposed: Reopened: Closed:
Caseload Omit: Public: _
Jurist: SUSAN L.,
Agency: ☐ YES
☐ NO
☒ BLANK

Worker: _
Microfilm No: _
X-Reference: _

F3=Exit F10=Name F11=Transfer Nbr/Typ F13=Cmnds F16=Calc

Start [I902 - Session successfully started] [\\SCAO\1N65QLS on Ne03:]

MITTSJ37 UCWKE1K UCSGEN Environment TEST
Edit Adoption Case 5/19/04

Court: P 13 13
Case: 2004 0000002848 AY O BETTY BENNETT
Filed Date: 2/01/2004
Disposed: Reopened: Closed:
Caseload Omit: Y Public: _
Jurist: J 31144 RECK, SUSAN L.,
Agency: _

Field is automatically populated based on selection made at pop-up window.

Inventory/Date Calculator

The Inventory/Date Calculator is used to calculate an inventory fee in Probate Court and to calculate date ranges. By pressing <F16>, the **Inventory/Date Calculator** screen will be displayed

To calculate the number of days from one date to the next date, enter the beginning (**from**) date, then the ending (**end**) date.

The screenshot shows a window titled 'B' with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main area contains the following text:

MITTSJ37 UCHRDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Names 7/11/03

Next: Case: Court: P 13 13

Typ 2=C
J=J

MITTSJ37 UCEAPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Inventory/Date Calculator 7/11/03

Nam	Amount	Inventory Fee	From Date	To Date	No of Days
		.00	02012003	06152003	

F3=Exit

Next, Press the <ENTER> key

The screenshot shows the same window as before, but with the calculated number of days displayed. An arrow points from the text below to the 'No of Days' field.

MITTSJ37 UCHRDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Names 7/11/03

Next: Case: Court: P 13 13

Typ 2=C
J=J

MITTSJ37 UCEAPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Inventory/Date Calculator 7/11/03

Nam	Amount	Inventory Fee	From Date	To Date	No of Days
		.00	2/01/2003	6/15/2003	134

F3=Exit

The number of days is automatically calculated.

Inventory/Date Calculator, continued

To calculate the date based on the number of days, enter the beginning (**from**) date or ending (**to**) date, then the number of days for calculation.

The screenshot shows a window titled 'B' with a menu bar (File, Edit, View, Communication, Actions, Window, Help) and a toolbar. The main area displays the following information:

MITTSJ37 UCHRDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Names 7/11/03

Next: ____ Case: ____ Court: P 13 13

Typ 2=C
J=J

MITTSJ37 UCEAPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Inventory/Date Calculator 7/11/03

Nam	Amount	Inventory	Fee	From Date	Dates To Date	No of Days
—	—	—	.00	03152003	—	182

F3=Exit

Next, Press the <ENTER> key

The screenshot shows the same window after pressing the ENTER key. The date fields are now populated:

MITTSJ37 UCHRDFK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Work with Names 7/11/03

Next: ____ Case: ____ Court: P 13 13

Typ 2=C
J=J

MITTSJ37 UCEAPVK Rel Jan03 Calhoun-JISP13DB01:P13PCSD06
Inventory/Date Calculator 7/11/03

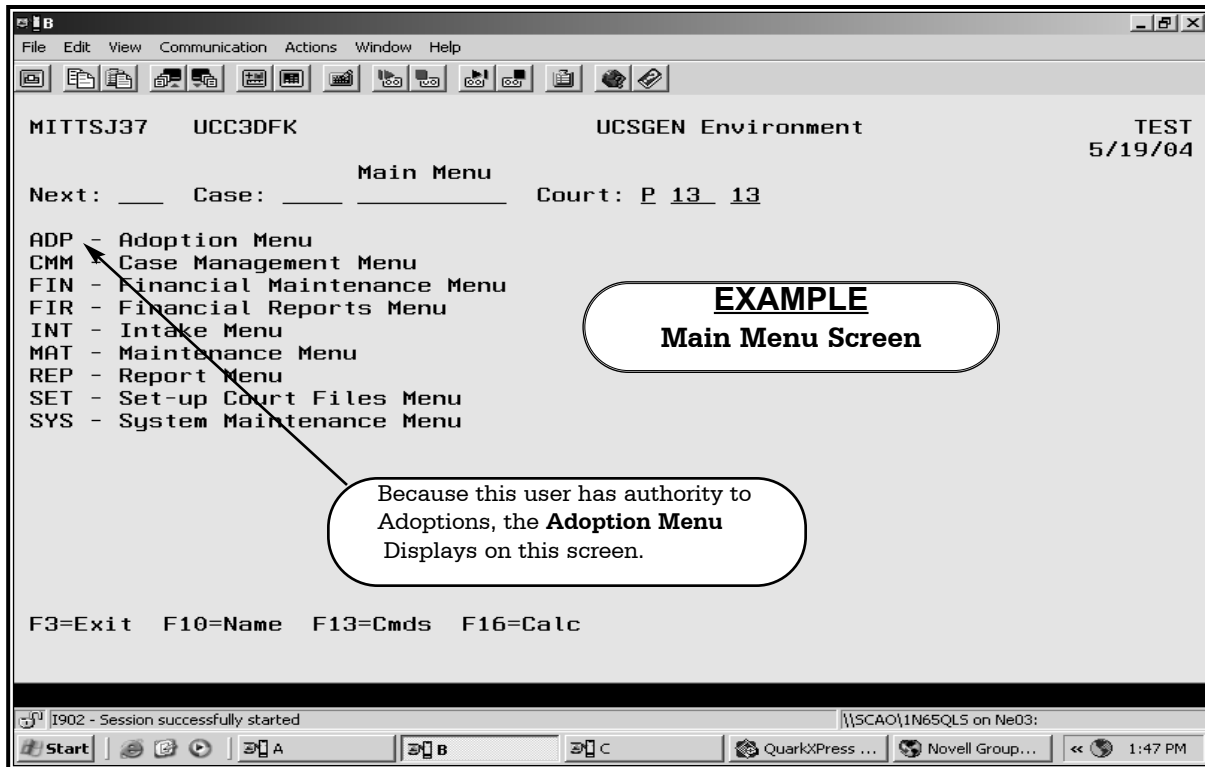
Nam	Amount	Inventory	Fee	From Date	Dates To Date	No of Days
—	—	—	.00	3/15/2003	9/13/2003	182

F3=Exit

The "To" or "From" date is automatically calculated.

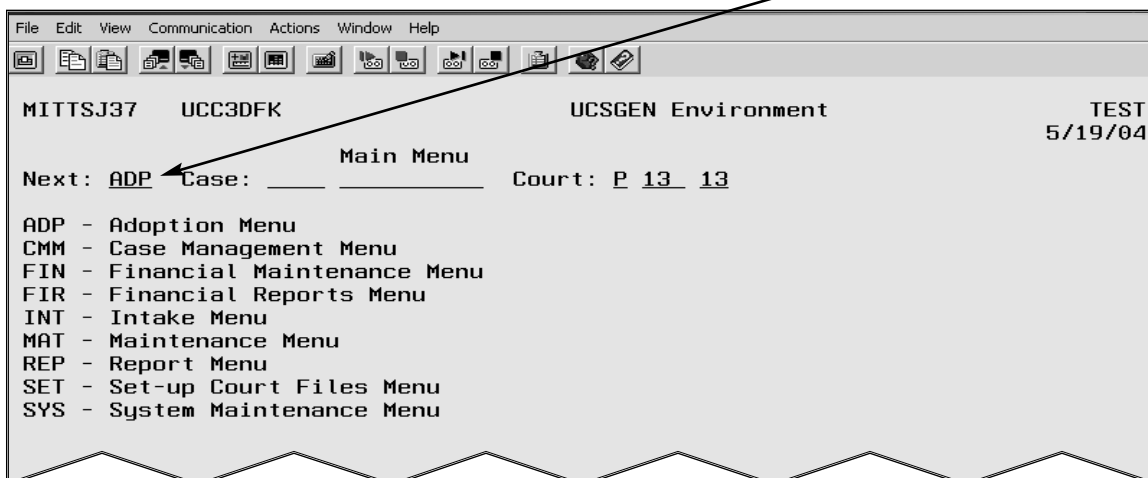
System Navigation

Once you have successfully signed onto the Trial Court System, the first menu that is displayed is the **Main Menu** screen. This screen displays the menus that are available to you for navigation through TCS. Each menu screen will display the sub-menus that are available to for your selection.



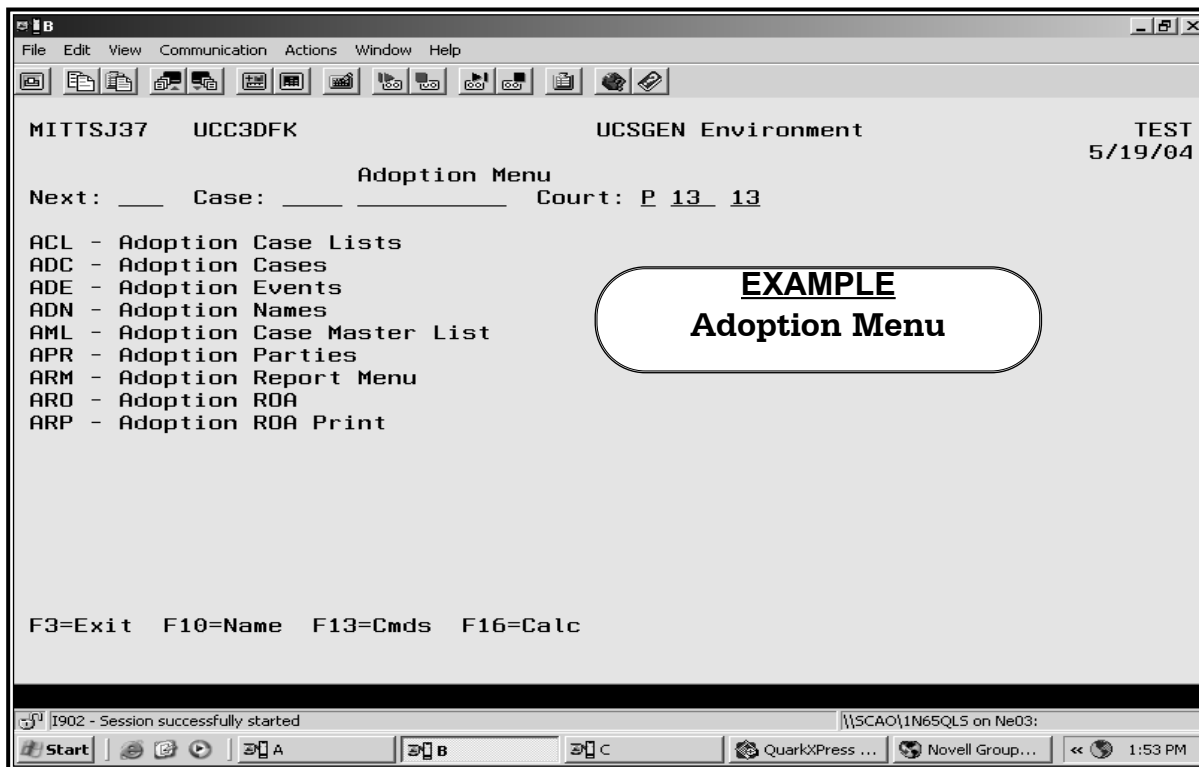
To display the sub-menus available for each menu, the user should enter the command at the **Next** line and then press <ENTER> .

EXAMPLE: To display the sub-menus available for Adoptions, enter **ADP** at the next line, and then press <ENTER> .



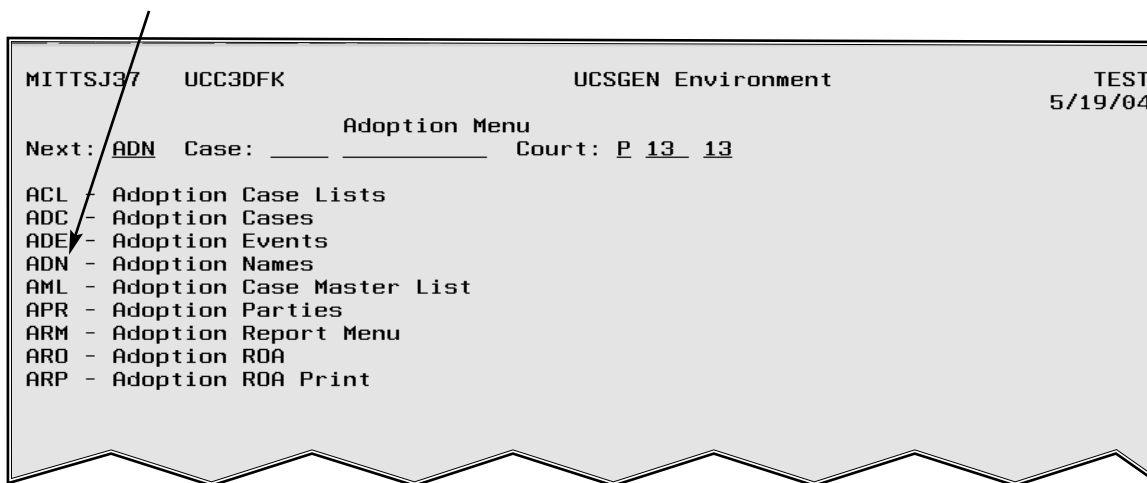
System Navigation, continued

The **Adoption Menu** screen will be returned.



From the **Adoption Menu**, you may make your selection by entering the code at the **Next** line and pressing the <ENTER> key.

We will begin by looking up an Adoption Name for a specific individual. At the **Next** line type **ADN** and press the <ENTER> key.



Search for Names

This will return you to the **Work with Names *Adoptions*** screen.

MITTSJ37 UCHRDFK UCSGEN Environment TEST 5/19/04

Work with Names *Adoptions*

Next: ☐ Case: ☐ Court: P 13 13

Type options, press Enter.

2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name:

Name	GDR	R	DOB	SSN	City
ADAMS, FRED,	U	WA	3/11/1943	145-73-4098	EATON RAPID
ADAMS, FRED,	M	WA	3/23/1970	123-45-6789	
ADAMS, FRED,	M	WA	9/19/1934		LANSING
ADAMS, FRED,	M	WA	1/01/2000		MT. PLEASANT
ADAMS, STEVE,	U				
ADOPTION, FIRST,			1/01/2000		LANSING
ADOPTION, NAME, TEST, STATUS	M				
ADOPTION, SECOND,	U		5/01/2000		
ADOPTION, TEST, ES	U				

F3=Exit F6=Create F13=Cmnds F16=Calc

I902 - Session successfully started SCAO\1N65QLS on Ne03: 2:06 PM

To search for a name, enter the **LASTNAME, FIRSTINITIAL** of the individual and press the <ENTER> key.

MITTSJ37 UCHRDFK UCSGEN Environment TEST 5/19/04

Work with Names

Next: ☐ Case: ☐ Court: P 13 13

Type options, press Enter.

2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: MITTS, CH

Name	GDR	R	DOB	SSN	City
MITTS, CHLOE, V	F	WA	7/04/1996		CORUNNA
MITTS, JONIE, LEE	F	WA	3/15/1945		LANSING
MITTS, MARTA,	F	WA			
MOBERG, MANNY,	M	BA	9/12/1973		IONIA
MOBERG, MATTIE,	F	WA			
MICHAEL, MICH...	BA				

This will take you to that individual's name for further processing.

Work with Adoption Names

Option "Change"

Once you have located the individual's name, there are a number of options available from the **Work with Names** screen to further access information regarding the name. Let's review some of the options.

To change address, phone number, race, sex, etc., regarding this individual, enter a "2" next to the name and press the <ENTER> key.

```

MITTSJ37  UCHRDFK                                UCSGEN Environment          TEST
                                                Work with Names              5/19/04
                                                * Adoptions *

Next: ____ Case: ____ Court: P 13 13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  N=Cons Name  W=Wills  Z=Receipts

Name: MITTS,CH

Name      GDR R    DOB      SSN      City
2 MITTS,CHLOE,V  F  WA  7/04/1996  F  WA  CORUNNA
   TS, JONIE     F  WA  04/15/1945  F  WA  LANSTIN
  
```

You will be returned to the **Edit Name** screen for processing. Make any necessary changes and then press the <ENTER> key to return to the **Work with Adoption Names** screen.

```

MITTSJ37  UCC6E1K                                UCSGEN Environment          TEST
                                                Edit Name                    5/19/04

Name: MITTS,CHLOE,V      Adoption Name: Y
Company: N

Gender: E Female      Race: WA WHITE AMERICAN
SSN: F WA
Date of Birth: 7/04/1996 Age: 7 Date of Death: 
DLN: St: 
Address: 10596 SIX MILE CREEK ROAD
City: CORUNNA      St: MI Zip: 48817
Phone: Ext: 
Fax: 
SID#: NCIC#: 

F3=Exit  F10=Name  F13=Cmnds  F16=Calc

I902 - Session successfully started      SCAO\1N65QLS on Ne03:
Start  A  B  C  QuarkXPress ...  Novell Group...  << 2:11 PM
  
```

Work with Names

Option “Delete Name”

To delete a name enter a “4” next to the name and press the <ENTER> key.

MITTSJ37 UCHRDFK UCSGEN Environment TEST 5/19/04

Work with Names

* Adoptions *

Next: ____ Case: ____ Court: P 13 13

Type options, press Enter.

2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: SEYMORE,EL

	Name	GDR	R	DOB	SSN	City
4	SEYMORE,ELAINE,	F	WA			LANSING
-	SEYMORE,JACK,	M	WA			LANSING
-	SEYMORE,SEAN,	M	WA	9/13/1998		LANSING
-	SEYMONS,SALLY	F	WA	12/14/2001		

You will be returned to the **Display Name** screen. Check to make sure this is the name you want to delete, then press <F11> to delete..

MITTSJ37 UCM9D1K UCSGEN Environment TEST 5/19/04

Display Name

Name: (161) NICHOLS,SEAN,

Company: N Balance Due: .00

Gender: Male Race: WHITE AMERICAN Adoption Name: Y

SSN:

Date of Birth: 9/13/1998 Age: 5 Date of Death:

DLN: St:

Address: 121 SYCAMORE ST. Address Code: 38873

City: LANSING St: MI Zip: 48910

Phone: Ext: 0

Fax:

SID#: NCIC#:

Created: @ 0:00:00 by

Last Changed: 12/21/01 @ 13:22:49 by STARR37

F3=Exit F11=Delete F13=Cmnds F16=Calc

I902 - Session successfully started

\\SCAO\1N65QLS on Ne03:

Start A B C QuarkXPress ... Novell Group... 2:20 PM

Work with Names

Option “Delete Name”, continued

You will be returned to the **Work with Names** screen with a message that states “Name Nbr 207601 Record and all related records have been deleted.”

MITTSJ37 UCHRDFK UCSGEN Environment TEST
Work with Names 5/19/04

Next: ____ Case: ____ Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: SEY

Name	GDR	R	DOB	SSN	City
SHAHEEN, RUFUS,	U				IONIA
SHAWER, SHELDON,	M	WA	9/15/1986		IONIA
SHEEN, MARTIN,	M	WA	2/19/1952		IONIA
SHEETS, GREGORY, S	M	WA	1/14/1985		IONIA
SHEETS, LORI,	U				
SHELDEN, TODD,	U	WA	2/25/1962		MUIR
SHELDEN, TRACY,	F	WA	9/24/1960		IONIA
SHEPARD, CYBIL,	F	WA	9/12/1963		IONIA
SHEPARD, DAN,	M	WA	10/29/1973		LANSSING

F3=Exit F6=Create F13=Cmnds F16=Calc
Name Nbr 207601 Record and all related records have been deleted.

1902 - Session successfully started \\SCAO\1N65QLS on Ne03: Start A B C QuarkXPress ... Novell Group... 2:24 PM

The name is no longer on the name index.

Work with Names

Option “Display Name”

To display the information relating to a name enter a “5” next to the name and press the <ENTER> key.

MITTSJ37 UCHRDFK UCSGEN Environment TEST
Work with Names 5/19/04

Next: ____ Case: ____ Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display A=AR Bills B=Bonds C=Cases F=Fin Info
J=Juvenile M=Money N=Cons Name W=Wills Z=Receipts

Name: MITTS

Name	GDR	R	DOB	SSN	City
MITTS,BABY,	F	WA			KALKASKA
5 MITTS,CHLOE,V	F	WA	7/04/1996		NEW LOTHROP
MITTS,JONIE,LEE	F	WA	3/15/1945		LANSING
MITTS,MARTA,	F	WA			

The **Display Name** screen will be displayed. To exit this screen, select <F3> and you will return to the **Work with Names** screen.

MITTSJ37 UCM9D1K UCSGEN Environment TEST
Display Name 5/19/04

Name: (822) MITTS,CHLOE,V
Company: N Balance Due: .00

Gender: Female Race: WHITE AMERICAN Adoption Name: Y
SSN: _____
Date of Birth: 7/04/1996 Age: 7 Date of Death: _____
DLN: _____ St: _____

Address: 10596 SIX MILE CREEK ROAD
City: NEW LOTHROP St: MI
Phone: _____ Ext: 0
Fax: _____

SID#: _____ NCIC#: _____

Created: 5/02/01 @ 11:08:34 by MITTSJ37
Last Changed: 5/19/04 @ 14:14:01 by MITTSJ37

F3=Exit F11=Delete F13=Cmnds F16=Calc

NOTE: The date this name was created and who created it are displayed. The last changed date and who made the change is also displayed

I902 - Session successfully started \\SCA0\1N65QLS on Ne03:
Start A B C QuarkXPress ... Novell Group... 2:29 PM